

July 10, 2002

PPL No. 02-007

TO: All Local Governmental Agencies (LGAs)
Targeted Case Management (TCM) Coordinators

SUBJECT: **NOTIFICATION OF TCM TIME SURVEY MONTH FOR FISCAL
YEAR 2002–2003**

This Policy and Procedure Letter (PPL) notifies all LGAs participating in the TCM program for the Fiscal Year (FY) 2002–2003 of the designated time survey month(s). To better address the unique needs of each of the LGAs, this PPL includes a fundamental change in when the time survey may be conducted. Time Survey Training will be conducted as described in PPL 02-005.

California Department of Health Services (DHS) management, in consultation with the federal Centers for Medicare and Medicaid Services (CMS), concluded that it is reasonable to perform the annual TCM time survey in the fiscal year in which the costs are incurred. Therefore, the annual TCM time survey shall be conducted in September or October of the fiscal year prior to the year in which the cost report is presented.

To facilitate a transition to this new schedule, the annual TCM time survey used for the TCM cost report due November 1, 2002, shall be the **same** TCM time survey that was conducted in September or October 2001, pursuant to PPL 01-009. The TCM cost report due November 1, 2003, shall include the results of the TCM time survey conducted in September or October 2002.

An LGA may expand its participation in the TCM program to include a new target population. Or a new LGA may enroll in the TCM program. In either case, the relevant LGA will use results of the TCM time survey conducted in September or October 2002 for the TCM cost report due November 1, 2002, and for the TCM cost report due November 1, 2003.



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If staff in an LGA unit perform both Medi-Cal Administrative Activities (MAA) and TCM, then this unit must time survey for both MAA and TCM in the same month. See PPL 02-005, Notification of Time Survey Month for Fiscal Year 2002-2003.

If you have any questions concerning this PPL, please contact Ms. Elizabeth Touhey, Chief of the Local and Schools Services Unit, at (916) 657-0716 or by email at etouhey@dhs.ca.gov.

Sincerely,

Original Signed by Pat Morrison

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